



Michigan Electronic Grant System (MEGS)

MEGS Security Authorization

District/Recipient Name: _____

District/Recipient Code: _____

Step 1. Designate the individual who will serve as the Authorized Official for your organization. This role includes the full use of MEGS, including the authority to assign secondary access to the MEGS system within your organization. **Each organization may designate a maximum of two Authorized Officials. A separate form must be submitted for each Authorized Official.** (*Required fields.)

*Name (type or print)

Title

*Email address

*Phone number w/area code

If this name is a replacement for an existing Authorized Official, please complete the following:

☐ Replacement for _____

☐ Previous Authorized Official should be made: ☐ **No longer with organization** ☐ **Remain in MEGS as a member of our organization.**

Step 2. Enter MEIS Account of the Authorized Official:

*MEIS Account: _____

Step 3. To verify or create a MEIS Account, go to the following URL: <http://meis.mde.state.mi.us/userman>

3a. To verify an existing MEIS account, log in to MEIS and ensure the account is still valid.

3b. To create a new MEIS account, click on the Create New Account link and follow instructions.

Step 4. Authorized Official Acknowledgment:

I agree to protect my user identification and password from unauthorized use. I understand all activity under my user ID is my responsibility.

Signature of Designated Authorized Official

Date

Step 5. Superintendent or Chief Operating Officer:

I attest that the above named individual is authorized to initiate and electronically submit applications to the Michigan Department of Education and to designate other individuals within the organization to read, create and edit grant applications.

Name of Organization

Signature of the Superintendent or Chief Operating Officer

Once the form is complete, it should be forwarded to MDE Attn: Mary Ann Chartrand.

Fax Number: (517) 241-0496

Address: Michigan Dept. of Education, Office of Budget, Contracts and Grants, P.O. Box 30008, Lansing, MI 48909